

**Accepting Meal Applications
from Other School Food Authorities**

Purpose:

This instruction sets forth the policy regarding the use of meal applications for students transferring between different School Food Authorities (SFAs).

Scope:

Sponsors participating in the National School Lunch Program (NSLP) and/or School Breakfast Programs (SBP).

Description:

SFAs are allowed to use an approved meal application from a different SFA when:

1. A child eligible for free or reduced price meals based on household size and income information transfers from one SFA to another at the beginning of the school year. In this instance, the SFA into which the child transfers would be allowed to use last year's application from the originating SFA for the first 30 operating days of the school year.
2. A child eligible for free or reduced price meals based on household size and income information transfers from one SFA to another at any other time during the school year.
3. A child who is categorically eligible for free meal benefits (direct certification) based on their receipt of food stamp/TANF benefits transfers to a SFA in or out of state. The new SFA can use the child's application for a **maximum** of 45 calendar days. This temporary period is designed to give the household a chance to apply for food stamp/TANF benefits in their new county or state of residence.

If an SFA agrees to accept applications from a different SFA, they also agree to accept responsibility for ensuring that the eligibility determination is correct.

SOURCE: FNS POLICY MEMORANDUM #3, NOVEMBER 7, 1991.